
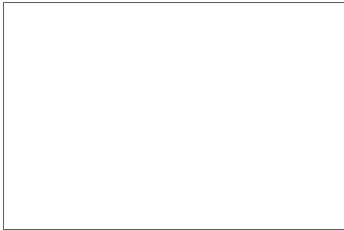


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Lynn -
Here are my
ideas for the
 issue at the
Policy Group Meeting.
Keep me posted.
I'll call you w/
grade once I talk
w/Jim



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7 April 1987

MEMORANDUM FOR: OP/EBS

FROM : [] 25X1
Chief, Savings Plans Section, OP/RD/ROB

SUBJECT : CIA Recordkeeping for [] Thrift Saving Plan Accounts 25X1

1. Recordkeeping for the [] and 160 NSA) would increase the Savings Plans Section workload in several areas as outlined below: 25X1

a. Response would be required to balance queries during periods between the issuance of semi annual statements. Once the loan program is instituted, this task would probably increase dramatically.

b. Response/research to account inquiries based on possible errors.

c. Since the NSA pay cycle is off from the Agency's, an off cycle transmittal would be required. This would mean preparing a voucher, transferring the monies, arranging for federal express or other swift delivery of the voucher, following up to ensure the voucher was indeed received. Because of the strict timelines involved, these tasks must be given the highest priority to ensure that earnings are not lost.

d. Reconciliation of the money to the vouchers and records transmitted from [] 25X1

e. Once the loan program is instituted, checks for the loans would have to be processed.

f. Statements would have to be done for these additional individuals and separated from those generated for the Agency population.

[] and I have discussed the above tasking and think that one person on non-reimbursable detail from [] should be able to handle the increase in workload. Since there will be reconciliation and handling of vouchers, someone at the technical level, probably GS- [] is needed. 25X1 25X1

2. If the Agency does take responsibility for the recordkeeping, the agreement with NSA and [] should reflect that: 25X1

A. A non-reimbursable detailee will be provided to the Savings Plans Section to handle the increase in workload.

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B. NSA and [] will be able to support/fund the additional costs that will in all likelihood be associated with []

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[] This amount would probably include a 10% excise tax as well as adjustments to the individual because extra federal and state taxes were paid on the account. In addition, if the 1% automatic is lost because the three year vesting period is not served before the employee transfers to NSA [] NSA and [] would have to bear the cost of reinstating that 1% to the account.

25X1

C. NSA and [] would be completely responsible for ensuring eligibility of the individuals to participate, advising the Agency when the automatic 1% should commence, distributing statements and other information, processing loan applications, providing counseling on thrift contributions and loan options.

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D. NSA and [] would be required to provide the necessary information regarding elections, changes, addresses, beneficiaries, etc. in whatever format that the Agency requires. The Agency will not be able to provide resources to reinput/change format of data. NSA and [] would maintain the Thrift Savings Plan files for the individuals concerned.

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E. Once an individual left [] for any reason, the account would have to be transferred to NFC for any permanent recordkeeping, i.e., the Agency would not be responsible for keeping an open account indefinitely if an individual selected the deferred annuity option. A mechanism would have to be worked out with NFC and the Thrift Board to allow the transmittal of an entire account back to them. It would probably have to be an overt transfer.

25X1

3. A decision will need to be made regarding whether the Agency can "payout" an account for [] NSA in lump sum, installment, annuity, etc. Also, we need to insure that OF and OIT can take the information with a SSN and not an employee number as the point of reference.

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